



Job Posting

Position Title: Assistant Director

Location: TN Alcoholic Beverage Commission
500 James Robertson Parkway
3rd Floor Davy Crockett Tower
Nashville, TN 37243

Position Description: Under the direct supervision of the Director, the Assistant Director is responsible for reviewing all liquor-by-the-drink application, retail package store, retail food store, and alcohol awareness certified applications. Communicate with attorneys on a daily basis regarding various licenses that the agency issues and provide guidance during the application process and resolve any legal issues that may arise during that process. Conduct negotiations and/or discussions on legal matters involving agency issued citations to reach a successful resolution. Conduct hearings and/or negotiations related to alcohol, vehicle and/or conveyance seizures from violations of intoxicating liquor statutes as set forth in TCA 57-9-201 (b) (c). Responsible for the Server Training Program created under the Alcohol Server Responsibility and Training Act of 1995.

Qualifications:

The commission is hereby authorized to appoint an assistant director who shall perform such duties and functions which may be assigned by the director or the commission. The assistant director, if licensed to practice law in the state of Tennessee, may also be designated by the commission to sit, act and serve as a

hearing officer and when designated as a hearing officer, the assistant director shall be authorized to perform the same duties and functions as the regular hearing officer is now authorized under this chapter and title.

To Apply:

Please email cover letter, resume, application to Donna Bryan at donna.j.bryan@tn.gov. Applications